



STATE OF WASHINGTON

CONSERVATION COMMISSION

PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215

The Washington State Conservation Commission has the rare opportunity to fill a Contracts Specialist 1 position in the Grants Division, due to the retirement of the current position holder. This position is based at 300 Desmond Drive, Lacey, Washington. The Washington State Conservation Commission is a small state agency of 12 employees that provides funding and assistance to the state's 47 conservation districts. Currently, the Grants Division employs three full-time staff and one project employee. These employees manage 400 grants and loans totaling \$32 million.

For additional information on the Washington State Conservation Commission, please visit [www.scc.wa.gov](http://www.scc.wa.gov).

Contracts Specialist 1 Recruitment, Range 44

Standard State of Washington public employee benefit package

**Essential Functions**

Background Check – Yes	Typing – 40 wpm
Maintain Confidentiality – Yes	Email - skilled
High Pressure Environment – Yes	Internet – developing
Work individually – Yes	PowerPoint Software – skilled
Driving Record – Yes	Excel – skilled
Travel Overnight – Yes	Word – skilled
10-Key – proficiency	Dependable & Accountable

**Key Functional Skills / Abilities**

Analyze & Resolve Problems	Plan
Auditing Skills	Prepare Reports
Coordinate with Others & Organized	Prepare and Deliver Presentations
Customer / Public Service / Telephones	Read, Comprehend & Retain Information
Fiscal Accountability	Recordkeeping, Maintain Records
Influence for Voluntary Compliance	Research & Gather Information
Interview Skills	Provide Information
Manage Projects and Programs	Stress Tolerance
Manage Workload	Verbal Communication
Multi-Task	Work with Difficult People
Observe & Inspect	Working with Financial Data
Operate Office Equipment	Written Communication

**Typical Work:**

- Analyze and administer conservation district grants, monthly, to ensure compliance with state, agency and programmatic policies and procedures.
- Maintain grant and contract records, encumbrances and review invoice vouchers.

- Review financial data for conformance with contract terms, approve invoice vouchers for payment, and coordinate grant fiscal information with Office of Financial Management.
- Execute contract amendments; prepare grant program financial and narrative reports.
- Reconcile financial records, reports, analyze and correct data.
- Conduct Commission Grant Reviews with conservation districts to assess grant fiscal and program compliance (requires travel).
- Provide technical expertise to conservation districts in meeting contractual responsibilities.
- Enter financial data entry into agency data system.
- Assist and coordinate with other staff members of the agency on projects, information, presentations and other services as may be required.
- Other responsibilities as directed.

**Coursework in one or more of the following fields:**

Accounting; Business Administration; Business Management; Finance; Computer Science; Conservation; Environmental Science; Forestry; Parks & Recreation; Natural Resources; Public Administration; Economics

**Desired start date**

September 1, 2005. The agency will provide three months cross-training prior to retirement of the existing position holder. There will be 12-month probationary period.

**Application process**

Please send a letter of interest stating desired salary and a resume with two personal references and three professional references by 5 p.m. on August 5, 2005, to:

Debbie Becker  
 Administrative Services  
 Washington State Conservation Commission  
 PO Box 47721  
 Olympia, WA 98504  
 360/407-6211  
 debbie.becker@scc.wa.gov  
 www.scc.wa.gov

For additional position specific questions, regarding this recruitment, please contact:  
 Cheryl Witt at 360/407-6205.